

Community Health Administration

**Healthful Food Access Initiatives
#CHA_HFAI090415
Frequently Asked Questions (FAQs)**

v9/22/2015

Question 1: Opportunity #2 Farmers' Market Incentive Program notes that the awardee is responsible for "Promoting Freggie Bucks and DC Get Fresh throughout the year" (pg.20). Does the \$425K award amount include the cash value of the Freggie Bucks/DC Get Fresh checks?

Answer 1: Opportunity #2 Farmers' Market Incentive Program - The \$425,000 does not include the cash value of the Freggie Bucks or FMNP (Get Fresh) checks. Promotion, as noted in the RFA, refers to providing referral information only, including distribution of flyers and other promotional materials. There is no responsibility associated with creating, printing, or mailing promotional items and no responsibility for distribution of Freggie Program benefits.

Question 2: In terms of data collection, are we correct in assuming that collecting some information by proxy is acceptable for Opportunity #2 Farmers' Market Incentive Program? As was discussed during the pre-application conference for Opportunity #1? I'm referring specifically to the list of data report components on pg. 21.

Answer 2: Yes, collecting some information by proxy will be acceptable for Opportunity #2 Farmers' Market Incentive Program.

Question 3: Is the funding amount listed for each of the two opportunities inclusive of administration and food benefit costs?

Answer 3: Yes, the funding amounts noted in the RFA for both of the opportunities includes both administration and the cost of the food benefits.

Question 4: Is there a minimum on the amount that could be distributed on a weekly basis for Opportunity #2: Farmers' Market Incentive Program?

Answer 4: There is no minimum or maximum on the amount that may be distributed on a weekly basis.

Question 5: Is there a maximum on the number of financial transactions that one can receive in a week for Opportunity #2: Farmers' Market Incentive Program?

Answer 5: Currently, the Produce Plus Program does not impose limits as to the number of times that residents can present at the markets to receive benefits. Applicants responding to this RFA will want to consider the best way to reach a maximum number of unduplicated residents in order to promote increased health and wellness across all eight Wards of the city.

Question 6: Does the agency adhere to OMB guidelines governing indirect cost rates, requiring acceptance of federally negotiated indirect cost rates?

Answer 6: Page 10 of the RFA notes:

Indirect Cost Allowance Applicant's budget submissions must adhere to a ten-percent (10%) maximum for indirect costs. All proposed costs must be reflected as either a direct charge to specific budget line items, or as an indirect cost. The Grantee shall adhere to the CHA-approved budget and work plan, which are incorporated by reference.

Under the new federal guidelines, DOH shall accept the federally negotiated agreement that an organization has in place on sub grants issued using federal funds. In the absence of a federally negotiated agreement, a maximum 10% de minimis indirect rate will apply. However, the opportunities in this RFA are funded using local funds

Question 7: The Request for Applications (RFA) requires the ability to show that a vendor can perform at a 93% utilization rate for Opportunity #2: Farmers' Market Incentive Program. What is or has been the recent utilization rate?

Answer 7: Page 18 of the RFA notes:

Historically, Produce Plus has been administered through the DC Department of Health with checks being distributed at farmers' market sites. There has also been very limited distribution at places like senior centers and WIC sites. Check redemption and overall program utilization was highest when checks were given at the point of service. The applicant will detail how it plans to ensure optimal redemption of at least 93%.

The most recent utilization rate for Produce Plus is from the Fiscal Year 2014 Program season where there was an average 90.28% utilization rate for Program benefits. Note the chart below which includes data from the 2014 season.

| | Produce Plus Distributed | Produce Plus Redeemed | Average Redemption Percentage |
|---------------|---------------------------------|------------------------------|--------------------------------------|
| Ward 1 | \$31,715 | \$30,160 | 95.10% |
| Ward 2 | \$23,865 | \$22,000 | 92.19% |
| Ward 3 | \$100 | \$80 | 80.00% |
| Ward 4 | \$2,395 | \$2,260 | 94.36% |
| Ward 5 | \$14,560 | \$12,285 | 84.38% |
| Ward 6 | \$17,205 | \$15,515 | 90.18% |
| Ward 7 | \$34,635 | \$31,505 | 90.96% |
| Ward 8 | \$26,190 | \$22,765 | 86.92% |
| Other* | \$7,795 | \$6,490 | 83.26% |
| Totals | \$158,460 | \$143,060 | 90.28% |

*Other indicates distributors who distributed checks at multiple locations across the city and were therefore not associated with one particular ward.

Question 8: In the case where there is a primary applicant and a partner organization, is it possible to submit two separate budgets?

Answer 8: Only one budget will be reviewed as part of the review process.

Question 9: On page 28 of the RFA, under “Staffing Plan,” it says that current curricula vitae shall be enclosed for each licensed professional that will be directly involved with clients. In the context of the RFA please clarify the kinds of “licensed professionals” you are referring to there.

Answer 9: Health care professionals that are required to maintain licensure to practice in the District including, but not limited to, registered dietitians, nurses, and physicians.

Question 10: Please clarify what we should be indicated on Attachment E for the “DOH Administrative Unit” and “Fund Authorization” fields.

Answer 10: Please enter the following:

Administrative Unit – Community Health Administration and/or
Fund Authorization – Budget Support Act FY2016

Question 11: On Attachment E, section 3 (“Application Profile”) it says “Select One only,” but there are no options listed in the “Program Area” column. Please clarify what we should put there.

Answer 11: Please type in the name of the grant opportunity that you are applying for:
Opportunity #1 Healthful Food Market Initiative (HFMI) and/or
Opportunity #2 Farmers’ Market Incentive Program

Question 12: In the “Funding Request” column on Attachment E, do I assume correctly that the amount we’re seeking goes in that column?

Answer 12: Yes

Question 13: On Attachment F, it says, “Program/Service Area for which funds are requested in the attached application (check one).” But all of the fields there are blank. Please clarify what we should indicate there.

Answer 13: Please type in the name of the grant opportunity that you are applying for:
Opportunity #1 Healthful Food Market Initiative (HFMI) and/or
Opportunity #2 Farmers’ Market Incentive Program

Reminder: The deadline for submission is Friday, September 25, 2015 at **3:00 pm**. All applications must be received in the DOH/CHA suite on the third floor by 3:00 pm. Late submissions and incomplete applications will not be forwarded to the review panel.